



Banquet Agreement

Date: January 12, 2012

Employee: Kate Annala

Event Date: Tuesday, February 21, 2012

Customer: Michigan Department of Environmental Protection- Ginny Pennala

Address: 420 5th Street, Gwinn, Michigan 49841

Phone: 906-346-8559

Fax:

Email Address: pennalav@michigan.gov

Thank you for choosing the Country Village Banquet and Conference Center!

Deposits

A deposit of \$200.00 reserves the Country Village Banquet & Conference Center on the date and time outlined in this agreement. The \$200.00 deposit must be paid at the time this booking agreement is signed. **This deposit is non-refundable.** The Country Village Banquet & Conference Center assigns space based on the anticipated number of guests for your function. The Country Village Banquet & Conference Center reserves the right to change a group's function space, according to fluctuation in anticipated attendance or other changes.

Food and Beverage Purchase

All food and beverages must be purchased and prepared through the Country Village Banquet & Conference Center. The only exceptions are cakes. No other carry-ins are allowed. All menu items and prices are subject to change and will be guaranteed 90 days prior to the function date. No food or beverages provided by the Country Village Banquet & Conference Center are allowed to leave the premises. All food and/or beverage functions are priced per person except where noted. Please note we can work with you to customize your event. Many other foods are available that may not be listed in our menu. Please ask our banquet coordinator if you have a specific request.

Beverage Service

Beverage service can be added to any function. A bartender will be provided at no additional charge as long as a minimum of \$200.00 worth of beverages are consumed at the event. If less than \$200.00 is consumed then the host will make up the difference.

Guest Guarantee

For all functions, the Country Village Banquet & Conference Center must have a selected menu and specified attendance fourteen days prior to function date. The Country Village Banquet & Conference Center will consider this number the guarantee, and it will not be subject to reduction. This guest guarantee is required so proper staffing and set up arrangements can be made in advance of the event. If no guaranteed number is received, the Country Village Banquet & Conference Center

will consider the expected guest number from the Banquet Event Order to be the guarantee. However, the Country Village Banquet & Conference Center reserves the right to substitute an entrée of equal or greater value at the customer's expense if the guest number increases. The Country Village Banquet & Conference Center will charge for the guaranteed number of guests, or the total number served, whichever is greater.

Entertainment Hours

All entertainment must be concluded by 1:00 a.m. and the premises must be vacated by 2:00 a.m. The Country Village Banquet & Conference Center has the right to impose volume restrictions for entertainment.

Special Services/Decorations

Our staff will set up the room and cover all tables with linen table covering for all catered events. We do not do any room decorations, but encourage you to do so. All decoration details must be discussed for approval thirty days prior to the function. Wedding functions may decorate after 1:00 p.m. the day of the function. Other set up/decoration arrangements are made by appointment only. If you wish to keep any decorations that you put up, they must be taken down following the event unless other arrangements are made; otherwise our staff will remove and discard them. The Country Village Banquet & Conference Center does not guarantee complete setup of the space until one hour prior to the start time of the scheduled function.

Personal Property

The Country Village Banquet & Conference Center is not responsible for the personal property of others. This includes gifts, decorations and cake decorations. We recommend that you designate someone who would be responsible for collecting all personal articles at the end of your function.

Damages

Any theft, damage or loss to the property, building, equipment, decorations or fixtures due to the activities of the host or its guests will be the responsibility of the host. The Country Village Banquet and Conference Center will be held harmless for any loss or damage to any property of any third party.

Payment and Cancellation

Deposit and Payments are due as follows:

- A \$200.00 deposit is due with the signing of this agreement to reserve the Country Village Banquet & Conference Center on the date and time outlined in this agreement. This amount is non-refundable if your event is cancelled.
- All food and beverage, services and rental charges are subject to a 19% gratuity and 6% sales tax.
- 2 months prior to your event the hall rental fee is due, this amount is **non-refundable** if your event is cancelled.
- Once you have provided the banquet coordinator with the guaranteed number of guests for your event (14 days prior), payment is expected in full for the food portion of your bill. If needed we can separate the bill accordingly for multiple hosts.

- Since it is difficult to arrive at an exact total for the bar bill ahead of time, that may be paid the night of your function. If desired, you can pay the estimated amount in advance and the balance the night of the event as well.
- In the event that the total advance payments exceed the total bill for the event our accounting office will issue a refund check to the host(s) within 14 business days.
- We accept cash, local checks and all major credit cards. Direct billing can also be used but only with prior authorization.

A finance charge will be applied to any unpaid balance after 30 days. If the organization agreeing to use the banquet center is tax exempt, a certificate reflecting this exemption must be received no later than fourteen days prior to the event. If the tax form is not received, all taxes associated with the event will be applicable.

Additional Instructions/Comments:

Room A @ \$225

Theater style for 150-200 people

Microphone & podium (if needed) @\$45

Customer Signature _____ Date: _____

Print Customer Name _____

Country Village Banquet & Conference Center Representative

_____ Date: _____

Print Employee Name: Kate Annala



** Signing this agreement designates that you are at least 18 years of age and agree with and understand the terms set forth herein. Any changes to this agreement must be made in writing and signed by both parties.*